

Library Meeting Room—Application for Use Tulare Public Library

475 North M Street Tulare, CA 9274

Phone: 559-685-4517 Fax: 559-685-2345 Email: carol.lovos@tularepubliclibrary.org

Please complete and return this form at least 2 week (14 days) prior to the event.



Date Submitted: _____

Applicant Information

(Please Print Clearly):

Name: (First and Last): _____

Address: _____

Street Address

City

Zip Code

Phone: _____

Email: _____

Organization or Group

Name of Organization: _____

Type of Organization: _____

Address: _____

Are you the on-site contact on the day of the event?

Yes ☐

No ☐

If No, Name of Contact: _____

Phone: _____

Signature _____

Facility Request

Event Date: _____

_____/_____/_____
Month Day Year

Room(s) Requested: _____

Council Chambers \$65.00 per hour ☐

Charter Room \$35.00 per hour ☐

Olympic Room \$25.00 per hour ☐

Seating (Please select one, sample floor plans/set ups on following pages or provide a sketch of alternative set up request. Olympic Room Only.)

☐ Conference ☐ Stadium ☐ Classroom

☐ Banquet ☐ Kiwanis ☐ Other (provide sketch)

Event Information

Title of Event: _____

Estimated Maximum Attendance _____

I want to have access to the room/s from: (fee based on this) Rooms are only available during library hours.

☐ AM ☐ PM to ☐ AM ☐ PM

My program event times are:

☐ AM ☐ PM to ☐ AM ☐ PM

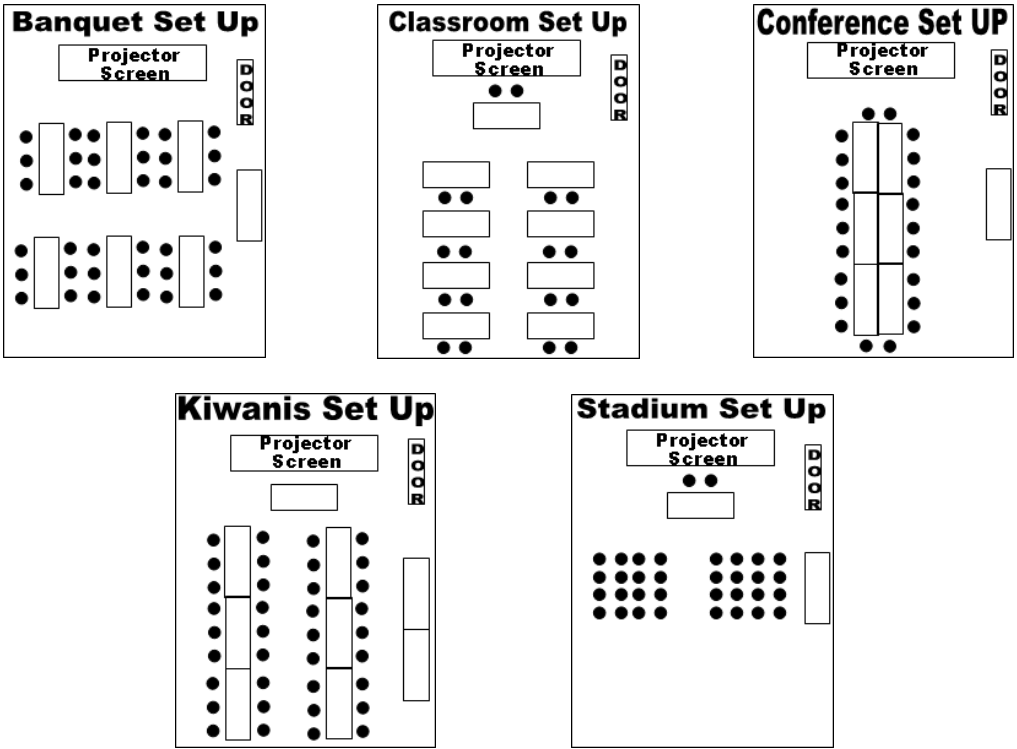
| | YES | NO |
|--|--------------------------|--------------------------|
| Will the event produce any present or future financial gain? | <input type="checkbox"/> | <input type="checkbox"/> |
| Will you need technology equipment? If yes, please fill out the Technology Request Form. There is an additional \$20 fee for this service. | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the event open to the general public? | <input type="checkbox"/> | <input type="checkbox"/> |

Date _____

Payment due one week prior to event.

| Library Use Only | | |
|------------------|--------------|-------|
| Room | Fees/Charges | Total |
| | | |
| | | |

Olympic Room Set-up Options



Technology Request Form

Date Service Requested: _____

Set-up Time: _____ (default time is initial room access start time; please confirm time for staff to arrive)

If you bring your own computer technology, please indicate what kind:

Mac Laptop ☐ iPad ☐ Windows Laptop ☐

Please be sure to bring your own VGA adapter.

Please be sure to include time in your reservation request for set up, testing and confirmation of the system with your technology. This time will need to be included in your total reservation period.

| Please check the boxes of the Technology Services Requested | Olympic Room | Charter Room | Council Chambers |
|---|--------------|--------------|------------------|
| Podium with Microphone | | | |
| Library Windows laptop with Projection (library card required to check out laptop) | | | |
| Presentation Remote | | | |
| User Laptop with Projection (please bring your own VGA adaptor) | | | |
| CD/DVD Projection (Stand-alone player, other than a laptop) | | | |

Please print document , initial and sign where indicated as acknowledgement of policy, whether or not it is directly applicable to your specific request. Provide written signatures, digital signatures are not accepted.

Tulare Public Library Policy (updated May 18, 2011)

5.0 Meeting Space Use

5.1 Olympic Room, Charter Room, and Council Chambers

Guidelines for Meeting Room Use:

To use the Library meeting rooms, users must submit a Library Meeting Room—Application for Use two weeks prior to the event/meeting date. The primary purpose of the rooms is library programming. Programs may not interfere with library operations. Fund Raising events are not permitted unless sponsored by the Library, Friends of the Library or the Tulare Library Foundation. No permit shall be denied because of the subject matter of the meeting or views that might be expressed at the meeting. _____(initial)

Refreshments may be served, but no alcoholic beverages are allowed. All users shall be responsible for the repair and/or replacement of equipment or property damage beyond normal wear. Waste should be placed in the proper receptacles and utensils cleaned and put away. The library reserves the right to charge an additional cleaning fee if facilities require extra cleaning services. The library cannot supply storage space. No tacks, pins or tape are allowed on the painted walls or white board. _____(initial)

Groups may cancel their reservations at any time and should notify the Library as soon as possible. Full payment will be required if the reservation is not canceled 48 hours in advance. Recurring meetings may be allowed. Reservations for a recurring event will need to be renewed every calendar year. Users must provide all of their own meeting supplies including dry erase markers, paper products, kitchen utensils, coffee, etc. The library does not assume liability for injury or damage to personal property. _____(initial)

Fees, Times of Use and Liabilities:

The Olympic Room, Charter Room, and Council Chambers are available for use by the public only when the library is open. Rental Fees: Olympic Room, \$25.00 per hour, Charter Room \$35.00 per hour, and Council Chambers \$65.00 per hour. There is an additional \$20.00 technology fee for use of any library AV equipment. Payment must be made before the meeting or event. The Library is not liable for injuries or damages resulting from use of the Olympic Room and Charter Room. _____(initial)

Publicity:

The name, address or phone number of Tulare Public Library may not be used as the official address or headquarters of any organization except those affiliated with the Library. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply Library sponsorship of the group’s activities. _____(initial)

Any groups or individuals who fail to observe any of the above conditions may have future meeting room use denied.

| | | |
|-----------|-------|-------------------------------|
| _____ | _____ | _____ |
| Signature | Date | Name and Title (please print) |

Tulare Public Library
Use Agreement

Date of Event: _____

Purpose of Event: _____

Groups or individuals shall indemnify, defend, and hold harmless City of Tulare, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and or arising out of or in any way connected with user's authorized activity at the Tulare Public Library, unless solely caused by the gross negligence or willful misconduct of City of Tulare, its officers, employees, or agents.

User agrees to provide a general liability insurance certificate in the amount of one million dollars (\$1,000,000) naming the City of Tulare as additional insured and provide proof of Workers' Compensation as required by law before the event is to take place.

Name and Title (Please Print)

Signature

Date